



DEPARTMENT OF THE ARMY
3747TH MULTIFUNCTIONAL TRAINING BRIGADE-EUROPE,
INDIVIDUAL READINESS ELEMENT
UNIT 28130
APO AE 09114

AEUR-FS-IRT

12 April 2005

MEMORANDUM FOR Students Attending the TSIRT Program

SUBJECT: Welcome Letter

1. On behalf of the 3747th Multifunctional Training Brigade (MFTB-E), and the IRT Element, welcome to the USAREUR Theater Specific Individual Readiness Training (TSIRT) Program. The TSIRT program provides Soldiers and deployable civilians and contractors with individual skills required to operate and survive in combat and contingency operations. The IRT course is designed to provide theater specific individual readiness training to individual augmentees and individual replacements deploying in support of the Global War on Terrorism (Operation Enduring Freedom and Operation Iraqi Freedom), Balkan stability and support operations, and other contingency operations throughout the EUCOM Area of Operation.

2. This memorandum is designed to provide students with essential information on the IRT course conducted by the 3747th MFTB-E's IRT Element at Camp Algiers, Grafenwoehr Training Area (GTA), Germany. Students are highly encouraged to visit the 3747th MFTB-E IRT website for more complete details and information. The address for the website is: <http://www.7arcom.army.mil/3747tb/irt.html>

3. In Processing.

a. Students will report to Camp Algiers, (GTA) Bldg 2104 between 0730 and 1500 on the report date for course in-processing. Instruction will begin the next day, so late reporting is not possible. If necessary, due to long travel distances, safety concerns and/or mission requirements, students can report in the day prior to the report date. Early arrival is only possible with prior coordination, and no earlier than 1300 the day prior to the report date.

b. During in-processing students will process through a personnel reception station, a medical screening station, a logistics station and an admin and quality control station. Students will turn in their assigned weapon to the IRT Element armorer for temporary storage.

4. Logistical Support

a. Billeting. All students are required to stay in no-cost government provided billets. Billeting is not available for family members. Billets consist of barracks with beds with

mattresses and wall lockers for storage/securing personal items. Locks are not provided for securing the wall lockers. **Students are required to stay in the billeting provided. Off post, hotel, or private quarters are not authorized during the duration of the course.**

b. Linen. Linen will not be provided. You may bring your own linen or use your sleeping bag.

c. Mess. All meals will be provided starting with lunch on report date and ending with breakfast on day 7. The meal cycle will be A – MRE – A. Should you have special dietary needs, ensure they are discussed with the staff during in-processing.

d. Postal Services. Students will not normally be at GTA long enough to require any mail to be forwarded.

e. Financial Services. Financial services are limited. Casual pay will not be available. There are no costs to student during the IRT course, but students may wish to bring some money for drinks, snacks, theater, etc. There is one ATM located on Camp Aachen across from the theater and personal checks may be cashed at the PX.

f. Laundry. Coin operated washers and dryers are available in the Camp Aachen AAFES complex.

5. Other services available:

a. A day room in building 2104 will be available during the course. It will have a television with all AFN channels, a limited internet café, and vending machines.

b. The Camp Aachen AAFES complex contains a Burger Bar, Shoppette, Book Mark, Barber Shop, ATM, Launderette, and Movie Theater. However, not all facilities are guaranteed to be open during the course.

6. Emergency Telephone Numbers/Contact Information.

a. DSN: 474-2361 / 2362 / 2368

b. Commercial: 09641-454-2361 / 2362 / 2368

c. Fax: DSN 474-2363 / Commercial 09641-454-2363

d. e-mail: 7ARCOM3747thIRT@hq7arcom.army.mil

7. Vehicles. Vehicles, including Military Tactical and Non-Tactical, Privately Owned and rental will be secured in a locked motor pool for the duration of the course. Students may gain access to their vehicles during off duty time for maintenance or to place/retrieve items from the vehicle. However, at no time will the vehicles leave the motor pool prior to graduation day. Students are encouraged not to bring rental vehicles to this course since the vehicles will be unavailable for the duration of the course.

8. Valuables. The safekeeping of valuables is a personal responsibility. Although there are wall lockers available for individual use, students should not bring high value items to the training area.

9. Contraband. Do not bring items to Camp Aachen that would be considered unlawful. Examples of contraband include drugs, (other than prescribed by a physician), personally owned firearms, or knives with blades exceeding 3 ½”, etc. Alcohol is not allowed in the training area and alcohol consumption is prohibited during the time students are at GTA attending the IRT course.

10. Sick Call/Medical Emergencies.

a. Students that need to report to sick call will report to the IRT Element Medic in Building 2120 between 0600-0700. If the IRT Element Medic cannot resolve the condition, the student will be given a DD Form 689 (Sick Slip) and referred to the Grafenwoehr Troop Medical Clinic (TMC). Grafenwoehr TMC (Bldg 250) sick hours are 0700-0800, Monday, Tuesday, Wednesday, and Friday. On Thursday sick call begins at 1300. Be advised that all training is mandatory and that if a student is unable to make up all missed training, then he/she will have to reschedule and retake the entire IRT course at the next available date.

b. For medical emergencies after duty hours, report to the IRT Element Staff Duty if possible. Otherwise transport the student directly to the Grafenwoehr TMC. Both the soldier requiring treatment and the student leader are responsible for informing the IRT Element Staff Duty as soon as possible (but no later than the following morning) of any situation requiring medical attention that occurred after duty hours.

11. It is the unit's responsibility to arrange for student transportation to and from the IRT course. During the winter months special safety considerations and risk assessments are recommended. The weather conditions in GTA and surrounding areas can be extreme and driving can be very challenging. Be prepared for extreme inclement winter weather.

12. I hope you find your training at Camp Aachen interesting and rewarding.

MORGAN M. GRAY
COL, CM
Commanding